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## PARLIAMENTARY AFFAIRS DEPARTMENT

### NOTIFICATION

The 22nd December, 2012

No.6700-GE/1-1/2012/PAD.— In exercise of the powers conferred by the proviso to Articles 309 of the Constitution of India, the Governor of Odisha hereby makes the following rules further to amend the Odisha Governor's Secretariat Service (Recruitment) Rules, 1974, namely:—

1. (1) These rules may be called the Odisha Governor's Secretariat Service (Recruitment) Amendment Rules, 2012.

(2) They shall come into force on the date of their publication in the *Odisha Gazettee*.

2. In the Odisha Governor's Secretariat Service (Recruitment) Rules, 1974, (hereinafter referred to as the said rules),— in rule 2, the following clauses shall be inserted, namely:—

- (f) "Commission" means the Odisha Public Service Commission;
- (g) "Ex-Servicemen" means a person as defined in the Orissa Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
- (h) "Persons with Disabilities" means a person who has been granted a disability certificate by competent authority as per the provisions of rule 4 of the Persons with Disabilities (Equal Opportunities, Protection of Right, and Full Participation) Odisha Rules, 2003.
- (i) "Scheduled Castes and Scheduled Tribes" means such Castes and Tribes as notified by the President of India from time to time under Article 341 and 342 of the Constitution of India, respectively.
- (j) "Socially Educationally Backward Classes" means the Socially and Educationally Backward Classes of citizens other than the scheduled castes and scheduled tribes as may be defined by the State Government from time to

time in the list under the Odisha State Commission for Backward Classes Act, 1993.

- (k) "Sportsmen" means persons who have been issued with identity card as sportsmen by the Director, Sports as per the Resolution No.24808/Gen. dated the 18th November 1985 of General Administration Department.

3. In the said rules, rule 3 Shall be substituted by the following rule, namely:— "3. Constitutions of service: — The service shall consists of the following categories of posts; namely:—

- (i) Group A- (a) Deputy Secretary
  - (b) Under Secretary
  - (c) Senior Private Secretary
- (ii) Group B- (1) (a) Desk Officer,
  - (b) Private Secretary
- (iii) Group C- (a) Section Officer,
  - (b) Assistant Section Officer, which includes Despatcher & Diarist.
  - (c) Superintendent Level-II
  - (d) Senior Grade Typist
  - (e) Junior Grade Typist
  - (f) Personal Assistant
  - (g) Senior Grade Stenographer
  - (h) Junior Grade Stenographer
  - (i) Head Jamadar
  - (j) House Keeping Assistant
  - (k) Librarian
  - (l) Telephone Operator
  - (m) Junior Grade Recorder
  - (n) Treasury Sarkar
  - (o) Garage Supervisor-cum-Mechanic
  - (p) Senior Grade Driver
  - (q) Junior Grade Driver
  - (r) Buttlar-cum-Head Cook
  - (s) Head Khit
  - (t) Transport Munsif
  - (u) Dresser-cum-attendant
  - (v) Gaffer
  - (w) Head Mali

- (iv) Group D- (a) Jamadar  
 (b) Chaparasis  
 (c) Peons  
 (d) Daftary  
 (e) Market Attendant  
 (f) Assistant Transport Munsif  
 (g) Transport Peon  
 (h) Telephone Attendant  
 (i) Watchman  
 (j) Farash  
 (k) Head Sweeper  
 (l) Sweeper  
 (m) Mali  
 (n) Cook  
 (o) Cook's Mate  
 (p) Kitchen Boy  
 (q) Khit  
 (r) Senior House Bearer  
 (s) Tour Bearer  
 (t) Additional Tour Bearer  
 (u) House Bearer  
 (v) Masalchi  
 (w) House Khalasi  
 (x) Maid Servant  
 (y) Hot Waterman  
 (z) Dhobi Sarkar  
 (a-l) Dhobi Helper".

4. In the said rules, in rule 5,

(i) for sub-rule (1), the following sub-rule shall be substituted, namely:—

“(1) Recruitment to the posts under Group D category shall be made by direct recruitment in accordance with sub-rule (6) of rule 8”, and

(ii) for sub-rule (2), the following sub-rule shall be substituted, namely:—

“(2) Recruitment to the posts under Group-C category shall be made—

(a) By direct recruitment in accordance with rule 8; and

(b) by promotion of Group-D employees by following limited Departmental examination”.

5. In the said rules, rule 6 shall be substituted by the following rule, namely:—

“6. Eligibility criteria for Direct Recruitment—In order to be eligible for direct recruitment, a candidate must satisfy the following conditions:—

- (a) Nationality: He must be a citizen of India.
- (b) Age Limits: He must have attained the age of 18 (eighteen) years and must not be above the age of 32 (thirty two) years.

Provided that the upper age limit in respect of reserved categories of candidates referred to in rule 11 shall be relaxed in accordance with the provisions of the Act, rules, orders or instructions, for the time being in force, for the respective categories.

- (c) Knowledge in Odiya : He must be able to read, write and speak Odiya' and have—

- (i) Passed Middle School examination with Odiya as a language subject; or
- (ii) Passed Matriculation or equivalent examination with Odiya as medium of examination in non-language subject; or
- (iii) Passed in Odiya as language subject in the final examination of Class VII or above; or
- (iv) Passed a test in Odiya in Middle English School Standard conducted by the School & Mass Education Department.

- (d) Marital Status: if married, he must not have more than one spouse living:

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law or custom applicable to such person or there are other grounds for doing so, exempt any person from the operation of this rule.

- (e) Physical Fitness: He must be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service. He, who after such medical examination as the Government may prescribe, is not found to satisfy these requirements shall not be appointed to the service.”

6. In the said rules, in rule 7, the sub-rules (1), (2) and (3) shall be deleted.

7. In the said rules, rule 8 shall be substituted, by the following rule, namely:—

“8. Selection by direct recruitment– 1. (a) The Governor's Secretariat shall communicate the total number of vacancies i.e the existing vacancies, if any, and the anticipated vacancies likely to arise in the Grade of Assistant Section Officer by

the end of the month of December of the succeeding year to be filled up by direct recruitment to the Home Department in the first week of November indicating the number of posts to be reserved for candidates belonging to different reserved categories.

The Home Department shall, on receipt of the vacancies from the Governor's Secretariat, communicate the same along with their vacancies in the Grade of Assistant Section Officer to the Commission for recruitment of suitable candidates.

(b) The Commission shall prepare a separate list containing successful candidates equal to the number of vacancies for their appointment in the Governor's Secretariat.

(2) (a) In order to consider the cases of promotion of eligible Group 'C' and Group "D" employees for promotion / selection to the post of Assistant Section Officer, the Governor Secretariat shall constitute a Selection Committee under rule 13 as follows:—

(b) The Selection Committee shall consist of the members as nominated by the Secretary to the Governor from among the following officers of the Governor Secretariat. The senior most officer shall be nominated as the Chairman of the Committee.

- |   |   |                 |
|---|---|-----------------|
| 1. Personal Secretary to the Governor   | - |                 |
| 2. Joint Secretary to the Governor  | - |                 |
| 3. Comptroller of Governor's Household  | - |                 |
| 4. Representative of S.T & S.C Development Department   | - |                 |
| 5. Joint Secretary / Deputy Secretary/<br>Under Secretary to the Governor in<br>Charge of Establishment | - | Member Convener |

3 (a) Selection by induction shall be from among the Senior Grade Typists, Junior Grade Recorder:—

Not more than one post out of the sanctioned strength in the cadre of ASO shall be filled up by promotion / selection from among the eligible Senior Grade Typist and Junior Grade Recorder:

Provided that, they must have rendered at least ten years of continuous service inclusive of at least three years in the respective rank and passes minimum bachelor's Degree in any discipline with adequate knowledge in computer application.

(b) Selection by induction from among the Group-D employees:

Not more than 10% of the total posts in the cadre out of the sanctioned strength in the cadre of Assistant Section Officer shall be filled up by way of promotion from among the eligible Group-D employee who qualify the Limited Departmental

Examination conducted by the Committee. In case of single vacancy arising in a Calendar year the same shall be filled up from among the eligible employees of Group-D category and the subsequent vacancies in the sequence shall also be filled up until the total number of three posts on promotion from the Group-D category is filled up. In case of non-availability or non-qualifying the prescribed test by the Group-D category of employees for promotion to the post of Assistant Section Officer, the same shall be filled up by direct recruitment as per sub-rule (1):

Provided that they have got the minimum required educational and technical qualifications prescribed for the respective Group-C post and are otherwise suitable for such posts and they have put in at least ten years of continuous service in that post.

(4) For appointment to the post of House Keeping Assistant, a person must be a graduate in any discipline and possess qualification of Post Graduate Diploma in Hotel Management from a recognized University / Institution.

(5) The Governor's Secretariat shall communicate the total number of vacancies i.e., the existing vacancies, if any, and the anticipated vacancies likely to arise in the Grade of Junior Stenographer and Junior Data Entry Operator by the end of the month of December of the succeeding year to be filled up by direct recruitment to the Home Department in the first week of November indicating the number of posts to be reserved for candidates belonging to different reserved categories. Home Department shall, on receipt of the vacancies, go for recruitment for selection of suitable candidates as per their prevailing rules and sponsor a list for appointment in Governor Secretariat.

(6) Whenever any vacancy occurs in Group-D category of posts, the same shall be filled up by obtaining list of suitable candidates from the local employment exchange, who have registered themselves in the employment exchange.

(a) The selection for appointment to such posts shall be made by a selection Committee consisting of the officers to be nominated by the Secretary to the Governor.

(b) The Selection Committee may hold a written test or a viva voce test or both as it deem proper.

(c) The list of the candidates selected by the Selection Committee arranged in order of merit shall be forwarded to the Secretary to the Governor who shall appoint persons to fill up the vacancies from the list of selected candidates in order of merit".

8. In the said rules, in rule 9, the Schedule appearing thereto shall be substituted by the following Schedule, namely:—

**SCHEDULE**

<b>Sl. No.</b>	<b>Column I</b>	<b>Column II</b>
1.	Deputy Secretary	Under Secretary
2.	Under Secretary	Desk Officer
3.	Desk Officer	Section Officer
4.	Section Officer	Assistant Section Officer
5.	Senior Private Secretary	Private Secretary
6.	Private Secretary	Personal Assistant
7.	Personal Assistant	Senior Grade Stenographer
8.	Senior Grade Stenographer	Junior Grade Stenographer
9.	Superintendent Level II	Senior Grade Typist
10.	Senior Grade Typist	Junior Grade Typist
11.	Junior Grade Recorder	Group D
12.	Telephone Operator (Through direct recruitment / Promotion)	Group D
13.	Head Khit	Khit
14.	Head Mali / Grafter	Mali
15.	Treasury Sarkar	Peon/Chaparasi
16.	Head Jamadar	Jamadar
17.	Jamadar	Peon/Chaparasi /Watchman
18.	Daftary	Peon/Chaparasi /Farash
19.	Garage Supervisor- <i>cum</i> -Mechanic	Senior Grade Driver
20.	Senior Grade Driver	Junior Grade Driver
21.	Junior Grade Driver (by promotion or by direct recruitment)	Cleaner
22.	Head Sweeper	Sweeper
23.	Cook (By promotion or by direct recruitment)	Cook's Mate
24.	Dhobi Sarkar	Dhobi Helper
25.	House Bearer	By way of promotion / selection
26.	Assistant Transport Munsif	From among eligible Group D employees.
27.	Khit	From among eligible Group D employees.
28.	Transport Munsif	From among eligible Group D employees.
29.	Market Attendant	From among eligible Group D employees.

**9.** In the said rules, in rule 10, for sub-rule (1), the following sub-rule shall be substituted, namely:—

“(1) A person shall have to satisfy the following conditions to be eligible for promotion to the post of Section Officer, Junior Grade Recorder and Telephone Operator, namely:—

- (a) In case of promotion to the post of Section officer, an Assistant Section Officer must have passed the State Secretariat Training Examination/ Accounts Training Examination.
- (b) In case of promotion to the post of Junior Grade Recorder from among the Group-D employees, the candidates shall possess a Bachelor’s Degree in any discipline from a recognized University / Institution and must have rendered a minimum of ten years of continuous service as such.
- (c) In case of promotion to the post of Telephone Operator from among the Group-D employees, the candidates shall possess a Bachelor’s Degree in any discipline from a recognized University / Institution and must have rendered a minimum of ten years of continuous service as such and shall have fluency in speaking Odiya, Hindi and English”.

**10.** In the said rules, in rule 10, for sub-rule (2), the following sub-rule shall be substituted, namely:—

“(2) (a) The committee shall meet at least once in a year preferably in the month of January to prepare lists of employees suitable for promotion to different ranks taking into account the existing vacancies, if any, and the anticipated vacancies of the year.

(b) The Committee while considering the promotion cases of suitable employees and preparation of the list shall follow the provisions of—

- (i) The Odisha Civil Services (Zone of Consideration for promotion) Rules, 1988,
- (ii) The Odisha Civil Services (Criteria for Promotion) Rules, 1992,
- (iii) The Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003, and
- (iv) The Odisha Reservation of vacancies in posts and services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made there under, in any other law / rule in force in the relevant time.



**11.** In the said rules, rule 11 shall be substituted, by the following rule, namely:—

“11. Reservations—Notwithstanding anything contained in these rules reservation of posts or vacancies as the case may be, for—

(a) Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder or any other law or rule in force in the relevant time; and

(b) SEBC, Women, Sportsmen, Ex-servicemen and physically Handicapped Persons shall be made in accordance with the provisions made under such Acts, rules, orders or instructions issued in this behalf by the Government from time to time”.

**12.** In the said rules, rule 14 shall be substituted, by the following rule, namely:—

“14. Residuary matters—All other matters regulating conditions of service not specifically covered by these rules shall be governed by the rules, orders, circulars and instructions issued by the Government from time to time for their employees in the Departments of Government in respect of the employees holding corresponding posts in Governor’s Secretariat”.

**13.** In the said rules, rule 16 shall be substituted, by the following rule, namely:—

“16. if any question arises relating to the interpretation of these rules, the same shall be referred to the Government, whose decision thereon shall be final”.

By Order of the Governor

G. MATHI VATHANAN

Commissioner-*cum*-Secretary to Government